
COLLECTION AND PRESERVATION OF EVIDENCE

83.1 ADMINISTRATION

PHILOSOPHY: The Federal Way Police Department recognizes that collection and preservation of evidence requires skills and knowledge that range from basic recovery of latent fingerprints to the complex and thorough processing of a major crime scene. It has developed programs and provides the necessary training in order to prepare for the various situations that may require the collection and preservation of evidence.

83.1.1 Scene Processing Capabilities – 24 Hour Basis

Principle: All police officers employed by the Federal Way Police Department have received basic training in crime scene processing. Police officers perform crime scene processing for routine investigations. Other selected personnel receive specialized training in the collection and packaging of evidence, and are available for more complex investigations.

- A. **Major Crime Scenes:** The Criminal Investigations Section (CIS) is available on an on-call basis seven days a week and 24 hours a day. CIS shall be *notified according to Standard 42.1.1* and shall be responsible for the processing of major crime scenes.
- B. **Major Accident Investigation Team (MAIT):** MAIT is available on an on-call basis seven days a week and 24 hours a day. MAIT shall be notified of any collision that results in a fatality, or an injury that may result in a fatality, or when there is possible liability for the City. MAIT shall be responsible for the processing of major traffic collision scenes.
- C. **Total Station:** Total Station is available on an on-call basis seven days a week and 24 hours a day. Total Station is meant as an additional resource to both detectives and traffic investigators (CIS and MAIT) and will generally be used for very large or complex scenes to ensure as much detail as possible is captured for investigative purposes. Typically Total Station simply documents the scene and does not investigate or process and/or collect evidence.

83.2 OPERATIONS

PHILOSOPHY: Crime scene processing is a time consuming and resource intensive aspect of criminal investigation. It may also serve as the key to identifying and prosecuting a criminal. Therefore, the Federal Way Police Department has committed to providing quality crime scene processing in criminal investigations conducted by police personnel. In an effort to ensure fulfillment of this commitment the standards in this section will apply.

83.2.1 Crime Scene Processing

Principle – Crime Scene Processing Considerations: The investigating police officer shall be responsible for the collection of evidence and the recording of conditions at the crime scene. When a major crime is involved (*refer to Standard 42.1.1*) CIS shall be notified and respond to assume the investigation and responsibility for the crime scene processing. All officers shall ensure the following crime scene processing steps are performed as necessary.

Practices:

- A. **Crime Scene Protection:** As soon as practical, the first officer to arrive on scene shall take steps to protect the crime scene.

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- B. Crime Scene Search:** The investigating officer shall ensure the crime scene area is searched for any physical evidence. The search should not be confined to the immediate area of the crime. The approach to the crime scene as well as the exit from the scene also requires a search. *The search shall be in accordance to Standard 1.2.4.*
1. Documentation of Search: The method used to search the scene, the officer(s) conducting the search, and the extent of the search shall be included in the police report.
- C. Crime Scene Photography:** Photographs of the scene, individual, or item enhance the credibility of the evidence found and serve to support testimony. *Refer to Standard 83.2.2 for specifics regarding the photography and/or videotaping of a crime scene.*
- D. Crime Scene Sketching:** When appropriate, a sketch will be made to depict the location of all evidence. Sketches will be made prior to actual collection. Officers will use one method for all measurements.
1. Total Station: Use of the Total Station should be considered for documentation of major crime scenes and traffic collisions.
- E. Evidence Collection:** The investigating officer shall ensure that all physical evidence that will aid in the prosecution of a subject or the identification of a suspect shall be collected from the crime scene area.
1. The appropriate prosecutor's office has stipulated in some instances that photographs of physical evidence will suffice for prosecution. In these instances the investigating officer shall ensure the physical evidence is photographed for prosecution prior to the evidence being released or destroyed. The following items are examples:
- Retail items taken in a shoplift and recovered
 - Hypodermic syringes/needles (possession cases only)
 - Alcoholic beverages (possession cases only)
 - Spray paint cans and marking tools (possession of graffiti tools)
- F. Property and/or Evidence Transfers:** Property/Evidence personnel shall insure that the property and/or evidence placed in temporary storage located in both the Police Station and Property/Evidence Building is transferred to the permanent Property/Evidence Storage Building on a regular basis to ensure the availability of lockers.
1. Security Precautions: When transferring any item that may constitute an increased security risk from the Police Station facility Property/Evidence personnel shall utilize the secure parking area. Property/Evidence personnel shall then utilize the drive in, secure garage at the Property/Evidence Building to complete the transfer within a secured environment. Items requiring this type of security precaution would include any narcotic seized for charges of possession for sales, any firearm, or a large sum of currency. **(CALEA 84.1.1e)**
2. Property and/or Evidence Transfer: Once an officer collects property and/or evidence, **any** transfer of such property shall be documented. Various methods exist for documenting transfers.
- a. Transfer in the Field: If the officer collecting property and/or evidence transfers the property while still in the field to another officer for any reason, the transfer shall be recorded in the incident report narrative. The documentation shall include the below listed information.
- Person receiving property
 - Date/time of transfer
 - Reason for transfer

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- b. Transfer to Property/Evidence Storage Building: Whenever a person submits property to any Property/Evidence Temporary Storage Locker they shall complete an entry in the Spillman property screen for each item submitted. This entry serves as documentation of the transfer.
- c. Transfer from Property/Evidence Storage Building: Whenever property is released from the Property/Evidence Storage Building one of the below listed forms will be used to document transfer of custody and shall include the signature of the person receiving the property. This form will then be uploaded and attached to the associated case report in Spillman.
 - Spillman Release of Evidence/Property (chain of custody)
 - Laboratory form(s)
 - Removal Request form

When an officer transfers the custody of property a Removal Request form will be completed and the "white" original will be returned to the Evidence Custodian.

Principle – Specific Evidence Handling Requirements: Some types of evidence require special handling requirements that have been provided below.

Practices:

- A. **Blood:** Personnel shall adhere to the principles and practices provided in *Standard 40.2.2, Communicable Disease* whenever handling blood or bloody items.
 - 1. Collected from Person: Blood collected from a person shall be drawn only by a physician, registered nurse, or qualified technician.
 - a. In addition to the information *required in Standard 84.1.1*; blood specimen container must be sealed with tape or label that displays the following information:
 - Name of person blood was drawn from
 - Date, time, and location of collection
 - Name and position of person drawing the sample
 - b. All samples collected shall be submitted for storage in the following manner.
 - i. Gray Top Vials: This blood is collected in relation to DUI investigations. It does not require immediate refrigeration. Officers shall place the gray top vials into an evidence locker *per the practices in Standard 84.1.1*.
 - ii. Purple Top Vials: This blood is collected in relation to other criminal investigations. It does require refrigeration. Officers shall contact a supervisor and advise them of the need to collect and store blood prior to collecting the sample. If the supervisor approves the blood draw, an evidence custodian or technician will have to be contacted in order to provide refrigeration for the sample.
 - c. Refrigeration: The refrigerator storage temperature shall be maintained at less than or equal to 38 degrees Fahrenheit. The Evidence Custodian or Technician shall monitor the storage temperature at least once each working day.
 - 2. Other Blood Samples: When bloody items or blood samples from an alternative source are collected the following practices shall be followed.

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- a. **Bloody Items:** All items collected that have blood on them shall be completely dry prior to being packaged for submission into the Property/Evidence Storage Building. If an item must be dried, it shall be placed in a drying locker. Prior to placing an item in the drying locker, the officer will vacuum the locker to prevent cross-contamination and then use the cleaning spray provided. Butcher paper shall be placed beneath the drying item(s) in order to collect trace evidence. The employee will keep possession of the key for the drying locker and once the items are dry will package the items for submission into the Property/Evidence Storage Building. The officer will spray and wipe down the locker after their use. Item(s) left inside a drying locker shall be checked on a weekly basis so space can be freed up and evidence processed in a timely manner. Notification regarding items which have been left in the drying locker overly long will be sent directly to the responsible employee via electronic mail, as well as cc'd to the supervisor/lieutenants contact list to make them aware it must be addressed. Supervisors will ensure employees handle the matter in a timely fashion.
- i. **Packaging:** Once dry, bloody items shall be packaged individually in the butcher or other paper packaging and marked with BioHazard labels.
- ii. When all the drying lockers are full or an item is too large for a drying locker, it shall be secured inside the Property/Evidence Building Processing Room and cordoned off using yellow crime scene tape with a sign indicating "EVIDENCE – DO NOT TOUCH."
- b. **Blood Samples from Alternative Sources:** When an officer collects a blood sample from a source other than a person, the following practices shall apply.
- Collect as much of a sample as possible and/or necessary
 - If the sample is wet, allow it to air dry prior to packaging
 - Ensure each sample is carefully labeled with the location where it was collected
- B. **Other Bodily Fluids:** Personnel shall adhere to the principles and practices provided in *Standard 40.2.2, Communicable Disease* whenever handling items contaminated with bodily fluids. An officer shall collect samples of other bodily fluids when necessary and in compliance with search and seizure rules and case law. These samples shall be collected and handled as described in *Section (A) of this Standard, Blood Samples*.
- C. **Firearms:** Firearms shall be unloaded as soon as possible and always prior to submission to the Property/Evidence Storage Building. All firearms shall be submitted in a manner that ensures the action or cylinder remains open. The position of live and expended rounds in revolvers shall be documented in relation to the firing pin prior to unloading the weapon.
1. **Ammunition:** Ammunition collected from the firearm shall be packaged separately from the firearm. Bullets and cartridges shall not be marked in any way in order to allow for future submission to the National Integrated Ballistics Identification Network (NIBIN).
2. **Found Firearms:** All "found" firearms should be treated as if they were used in a crime. An initial investigation should be completed, the firearm packaged appropriately and preserved for possible DNA evidence, and the case then forwarded to CIS where a detective will ensure further tests and/or queries are completed, as necessary. All "found" firearms will be entered into Spillman with the code "EVM" or "EVF"; do NOT use "04-Found (Unknown Owner)" – CIS will update Spillman, if needed, *after* the additional tests and/or queries have been run.
- D. **Wet Items:** If an item must be dried, it shall be placed in a drying locker which is located within the Property/Evidence Building Processing Room. *Refer to Section (A) of this Standard for specific practices to follow.*
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- E. Narcotics:** Employees shall wear latex gloves when handling narcotics. All narcotics shall be separated from other evidence. Narcotics shall be weighed, counted, and sealed prior to being submitted into the Property/Evidence Storage Building.
1. Marijuana will be packaged in paper and other solid form narcotics will be packaged in plastic so as to prevent spillage.
 2. Liquid narcotics will be packaged in a bottle, which is placed inside a metal container that has been filled with cat litter and then tightly sealed.
 3. When employees have completed packaging any kind of narcotics, the employee shall clean the surface used to package the narcotics with the solution provided for communicable disease decontamination.
- F. Currency:** Whenever any U.S. currency is being submitted to the Property/Evidence Storage Building, the officer submitting the currency shall complete a Currency Inventory Report and place the currency in a heat-sealed plastic package. All monies will be deposited within 24 business hours, unless the officer submitting the evidence indicates the money is not suitable for deposit, which would include: biohazard contamination, dye-pack markers, coin collections, further laboratory analysis is required or for other evidentiary purposes (as noted by booking personnel).
1. Exception: Monies under \$25 will not be deposited until there is a final disposition for the case.
- G. Volatile Fluids:** When a sample of a volatile fluid is collected for evidentiary value, it must be placed in a tightly sealed metal container. Volatile fluids not of evidentiary value shall not be submitted to the Property/Evidence Room.
- H. Other Dangerous Items:** The below listed items shall not be submitted into the Property/Evidence Storage Building. A police supervisor shall contact an appropriate agency to ensure proper disposal of these items. The items shall be photographed prior to disposal.
- Explosives
 - Dangerous chemicals
 - Nuclear material
 - Ammunition greater than .50 caliber
1. Fireworks: Officers may seize fireworks for destruction. Fireworks shall be placed in the appropriate container designed for their storage. The officer documents the seized item(s) in the narrative of the report and does not complete a Property/Evidence Report form.
- I. Poisons:** Any amount of a poisonous material shall be placed in a metal container and clearly labeled as "Poison". Poisons not of evidentiary value shall not be submitted to the Property/Evidence Storage Building.
- J. Syringes and Razor Blades:** Normally these items will not be submitted to the Property/Evidence Storage Building. These items shall be photographed when necessary for prosecution and disposed of in an authorized sharps container. If a syringe and/or razor blade must be taken as evidence, a supervisor shall approve this, the item shall be placed in a puncture-proof container.
- K. Knives and Sharp-Edged or Sharp-Pointed Items:** Each knife, sharp-edged or sharp-pointed object shall be packaged individually with the blades or sharp edges/points wrapped in paper or cardboard prior to the item being packaged. A pocket knife will be packaged with the blade taped closed to avoid opening. **These items must be made safe for Property/Evidence personnel to handle!**
- L. Food/Perishable Items:** Normally these items will not be submitted into the Property/Evidence Storage Building. These items shall be photographed when necessary for prosecution and disposed. If food/perishable items must be

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taken as evidence, a supervisor shall approve this and it will be submitted directly to the Property/Evidence Storage Building.

M. Marijuana and Items with Strong Odors: These items will only be submitted to the Property/Evidence Building – **do not** submit to the Police Station Facility which does not have the proper ventilation to support any product with an odor to it.

N. Large or Bulky Items: Items too large to fit into lockers will only be submitted at the Property/Evidence Building – no property will be left in the Police Station Processing Room which does not fit inside a locker.

1. “Center Roll Up Door” Storage: Large items of property, including vehicles, that require processing may be secured within the Center Roll Up Door Storage located in the Property/Evidence Building. The officer needing to use this storage location will check out the one proximity card which allows access from the Records Unit. The Records Unit will maintain a log (the Evidence Roll Up Door Log) which tracks:

- Case #
- Officer
- In/Out Times (with Officer initials)

Any subsequent entry after the initial storage shall be authorized by a supervisor. It is the officer's responsibility to immediately return the proximity card to the Records Unit – failure to return the proximity card will result in immediate card deactivation. The officer shall advise the CIS Lieutenant and Property/Evidence personnel via electronic mail of the status of the secured property.

O. Other Items: An officer shall refer to the Washington State Patrol Crime Laboratory (WSPCL) Physical Evidence Handbook when packaging any other items in order to ensure compliance with the Crime Lab standards. The handbook is located in both Property/Evidence Processing Rooms.

83.2.2 Photographing / Videotaping Crime/Collision Scenes

Principle: It is the responsibility of the lead investigating officer of an incident to ensure the necessary photographs or videotaping is accomplished.

Practices:

A. Videotaping: It is preferred that MAIT or CIS personnel with videotape/photography or crime scene training handle this function. The reality is that any officer or detective utilized to assist on scene could be assigned the responsibility to videotape, if needed. A supervisor or the lead investigating officer will assign the individual(s) responsible for completing this task and ensure the individual understands what is required.

B. Photographs: Whenever an officer deems photographs are necessary the following practices will apply:

1. When the exact size of an item being photographed is required, a scale (or, if a scale is unavailable, an object which provides scale) will be placed next to the item to add dimension and aid in development for “life size” prints.
2. A CIS Lieutenant or his/her designee will determine if a 35mm camera is used to photograph at a crime scene. Only an individual with training or experience in using the 35mm camera equipment will handle this responsibility. Typically, film (exposed 35mm) will be submitted to the Property/Evidence Storage Building for development of negatives and storage. Photographs will not be printed until requested.
3. Digital photographs shall be downloaded to the Spillman Records Management System under the appropriate case number where automatic encryption is performed. No digital photographs related to

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criminal offenses will be stored on any network drive. Temporary movement through a network may occur to facilitate the transfer to the Spillman System.

4. Officers should be encouraged to document crime scenes through photography and/or video. However, any and all photographs and/or video captured by any police employee by any means must be made part of the official police record or (if poor quality) immediately deleted. Crime scene photographs and/or video are not permitted to be stored privately or transmitted to any other non-Federal Way Police Department recipient.
 - a. Any use of a crime scene photograph outside of the case report must be approved by the Chief of Police or his/her designee.

83.2.3 Fingerprinting

Principle: The following practices will apply when processing a crime scene for latent fingerprints and submitting latent fingerprints as evidence.

Practices:

- A. **Photographing:** An officer should consider photographing a latent fingerprint developed prior to attempting to lift the print when the surface containing the print may not allow for an adequate lift.
- B. **Latent Fingerprint Cards:** All lifted latent fingerprints shall be placed on a latent print card and the card shall be completely filled out. It is important the officer carefully and accurately reflect the specific location from which the latent fingerprint was lifted, to include a sketch of the location on the latent print card. This information shall also be included in the officer's incident report.
- C. **Submission to Evidence:** Latent fingerprint cards must be placed in an envelope, sealed, and marked *according to Standard 84.1.1* prior to being submitted to the Property/Evidence Storage Building. An officer shall complete an AFIS Request in the Ingress AFIS ALERT system for possible suspect identification and print the AFIS Chain of Custody form for Property/Evidence personnel.
 1. **Known Suspect Comparison Requests:** When requesting a comparison of latent fingerprints and there is a known suspect, inked fingerprints from the suspect shall be submitted, if available, along with the latent fingerprints.

83.2.4 Crime Scene Resources

Principle: The Federal Way Police Department provides access to personnel, equipment, and supplies to be used in the processing of crime scenes for the below listed evidence.

- Latent fingerprints
- Photographs / Videotaping
- Scene sketches / diagrams
- Other physical evidence

Practices:

- A. **Personnel:** *Refer to Standard 83.1.1.*
- B. **Equipment:**
 1. **Patrol Vehicles:** Patrol vehicles shall be equipped with basic evidence collection and packaging equipment to include:

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- Latent fingerprint kit
 - Sterile swabs
 - Paper envelopes/bags of various sizes
2. Digital Cameras: Each officer is issued a digital camera as standard equipment and is responsible for maintaining it in working condition. There are several workstations with the capability to download digital photographs located throughout the department.
 3. Packaging Materials: Additional packaging materials, evidence labels, and necessary forms are available in the Property/Evidence Processing Rooms.
 4. Crime Scene Van: The Crime Scene Van is maintained by CIS and is available for the processing of major crime scenes or collision scenes.
 5. Additional Equipment: Equipment requiring specialized training to operate or use is maintained by both CIS and the Traffic Unit.
- C. **Supplies**: CIS and the Traffic Unit shall be responsible for the maintenance, accountability, and re-stocking of supplies for any equipment assigned to their respective section/unit. The Quartermaster shall maintain all other supplies for the collection and packaging of evidence.
1. When an employee finds supplies and/or equipment in the patrol vehicles or the Property/Evidence Processing Rooms need to be replenished, that employee shall restock those items from the general department supplies maintained by the Quartermaster. If an employee finds the department supplies are low (or they've taken the last of something) they shall notify the Quartermaster so that it can be replenished.

83.2.5 Computer Equipment

Principle: Seizing computers or computer equipment for evidentiary reasons involves many complex legal issues and therefore shall only be done pursuant to a warrant or with written consent from all parties that use/access the computer/computer equipment. Computers/computer equipment is inclusive of any device capable of storing data in an electronic format (e.g., laptops, PDA's, cellular telephones, etc.) ***No computer or computer equipment may be seized without prior notification and approval by a CIS supervisor.*** Whenever a computer or computer equipment is seized as evidence the following practices shall apply.

Practices:

A. Processing the Scene:

1. Accessing Computer Files: Computers can be easily set up with a trap that will destroy programs if it is activated. Therefore personnel not specifically trained in computer forensics shall not perform any function with the computer while seizing it.
2. Photographing: Prior to touching the computer or any of its components photograph the entire computer set-up, to include:
 - Anything displayed on the monitor
 - The wiring (also diagram)
 - Any documents/manuals related to computer operations
3. Preparing Computer for Transport:
 - a. Never turn on/off a computer.

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- b. Do not unplug from the power source. If something must be unplugged then pull the connection at the rear of the computer, printer, etc...
 - c. If storage media (CD, DVD, etc.) is in a drive, do not touch it. Seal the drive with tape to prevent removal of the storage media.
 - d. Only disassemble to facilitate transport. When disconnecting wires, always mark both ends to indicate how the wires were connected.
 - e. Tag all the computer components and record identification number/information.
 - f. Cover the keyboard with cardboard to protect the keys.
 - g. Collect any indicia of ownership.
4. Transportation: Do not transport components near radio antennas or power supplies. Keep storage media away from electromagnetic fields.

83.2.6 Crime / Collision Scene Report

Principle: An accurate record of events that transpire at the scene of a crime/collision in connection with the investigation is required at the time of prosecution. It shall be the responsibility of each officer involved in the processing of a scene to submit a supplement to the incident report describing their observations of the scene and their actions at the scene. It shall be the responsibility of the scene supervisor to ensure that all supplements are submitted.

- A. If an outside agency is requested to provide specialized assistance with the processing of the scene, the lead investigating officer shall ensure the below listed information is gathered and added to the incident report and that a written report from the assisting agency is received.
- Date/time of request
 - Name of officer making request
 - Agency requested and name of specialist responding to assist

83.2.7 Deoxyribonucleic Acid (DNA) Evidence

Principle: DNA can be a major factor in solving cases where the identity of the offender is not known or a tool to further assist in the prosecution of a known suspect(s). DNA technology has made a major impact on law enforcement and improvements continue to advance this means of identification even with very small or old samples.

Practices: When responding to all types of crimes officers should always be asking themselves if DNA could be used as a possible investigative tool in these circumstances. DNA samples are very obviously connected to certain types of crimes (homicide, rape, etc.), but can also be of value in other types of crimes: a commercial burglary when a suspect cuts themselves; a hit and run traffic collision where blood or hair is left behind at the scene; or a missing person case which is suspicious in nature.

- A. **Considerations:** DNA technology is becoming more and more sophisticated, and smaller samples are able to be used in producing viable DNA for testing – something as simple as a fingerprint left behind on a glass could contain DNA. Officers need to be aware that their presence can also affect a crime scene and think about DNA evidence while moving through and around the area. An officer or supervisor may determine because of the complexity or size of the scene that the best thing they are able to do right then is to cordon off the crime scene and preserve it for additional crime scene processing (see *below*). DNA samples can always be collected for possible use at a later time. The DNA sample can remain in storage to provide a lead or tie into another or multiple crimes at a later date.

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1. Biological/DNA analysis of biological stains can be used to:
 - Include or exclude an individual as a possible source of a blood, semen, saliva, hair, or urine stain (or species of the source if the stain is not of human origin).
 - Be used to compare DNA from a stain to the felon databank when there is no suspect.
 - Help identify the weapon used.
 - Assist in locating the crime scene.
 - Determine the possible commission of a crime.
 2. Additional Crime Scene Processing: A supervisor may determine that the crime scene processing required is beyond the staffing and/or skill level available, or the complexity and seriousness of the crime demands a more involved response. *Refer to 42.1.2, CIS: On-Call for additional considerations.*
- B. Procedures:** The WSPCL Physical Evidence Handbook outlines very detailed instructions regarding the collection, storage, and transportation of DNA samples. The department expects the collection, storage, and transportation of DNA samples will take place according to these directives.
- C. Training:** Officers should familiarize themselves with and further reference the WSPCL Physical Evidence Handbook for procedures in the collection of all DNA samples; reading and clearly understanding these directions gives an officer enough information to be able to collect DNA as needed in a variety of situations.
1. Detectives, Traffic Unit members, and/or members of a crime scene processing team (MCST, MAIT, or Total Station) may obtain more specific and specialized training in regards to DNA to meet the needs of the department.
- D. Laboratory Submission:** If a patrol officer does collect a DNA sample(s) the case will be referred to detectives who will determine if DNA evidence should be submitted at this time. All samples will be submitted to WSPCL with a completed Request for Laboratory Examination form.
1. Accreditation: All WSPCL DNA processing facilities are accredited through the American Society of Crime Laboratory Directors/Laboratory Accreditation Board. WSPCL will ascertain if a sample meets the criteria for submission to the national DNA database (National DNA Indexing System) administered by the FBI.
- E. Court Ordered DNA Sampling:** The Federal Way Municipal Court may require persons convicted of certain misdemeanor crimes to supply a sample of their DNA for submission into the Combined DNA Index System (CODIS) database. Obtaining this sample has been referred to the Federal Way Police Department and CIS is responsible for the collection of these samples. The following procedures will facilitate the collection of court ordered DNA samples.
1. Once the court has issued a judgment upon the defendant ordering that a DNA sample is to be collected, a copy of the order will be provided to the CIS Administrative Assistant. The defendant will call the CIS Administrative Assistant to schedule their appointment for the collection of the DNA sample.
 2. When the defendant arrives for the scheduled appointment the detective will use a CODIS DNA collection kit (available through the WSPCL) to obtain a sample of the defendant's DNA. The detective will then mail the kit to the WSPCL (Seattle) for submission into CODIS.
 3. Once completed, the CIS Administrative Assistant will return the court order back to the court notifying them of the defendant's compliance.
 - a. If the defendant does not call to schedule their appointment or fails to appear to provide a DNA sample within the specified time frame, the CIS Administrative Assistant will notify the court of the non-compliance and return the court order.

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83.3 EVIDENCE HANDLING

PHILOSOPHY: The proper handling of evidence is a key factor in maintaining the integrity of the Federal Way Police Department. In an effort to avoid the challenging of the Police Department's or any individual employee's reputation the following guidelines will be followed.

83.3.1 Collecting Control Samples

Principle: When the below listed items are submitted to a WSPCL or a private laboratory, control samples from a known source shall also be submitted for comparison. Personnel shall collect control samples from the scene when such samples are available. The location from which the samples are taken is critical information for WSPCL and shall be documented on the Property/Evidence Report.

- Blood
- Hair
- Fibers
- Paint
- Glass
- Wood
- Metal
- Soil
- Tool marks
- Impressions (foot, tire, etc...)

83.3.2 Submission of Evidence to Forensic Laboratories

Principle: Further examination of evidence by a forensic laboratory or other outside agencies is often required. In order to ensure the submission of the evidence is performed in a manner prescribed by laboratories and other agencies the practices provided in this standard will apply.

A. Person(s) Responsible for Submitting: The Evidence Custodian or Technician shall ensure evidence is transferred to the necessary forensic laboratories or agencies.

1. Exception: CIS/Traffic Unit personnel may be responsible for the submission of evidence to a laboratory or outside agency when the investigation necessitates an immediate submission or that investigative personnel accompany the evidence.

B. Packaging and Transmitting:

1. Packaging: When investigative personnel do not accompany evidence, it shall be packaged per the requirements established in the WSPCL Physical Evidence Handbook. Copies of the handbook are available in the Property/Evidence Processing Rooms.
2. Transmitting: Evidence shall be delivered by Police Department members to laboratories and/or outside agencies. *The transfer shall be documented as prescribed by Standard 83.2.1.*
 - a. Exception: When staffing does not allow delivery to be accomplished by Police Department personnel or the distance to the laboratory or outside agency is excessive, evidence may be delivered by licensed courier. A tracking number for the evidence shall be obtained in writing from the courier.

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- C. **Documentation:** In addition to the transfer documentation *required by Standard 83.2.1(F) Property and/or Evidence Transfers*, many laboratories require an appropriate request form for the laboratory be completed.
1. A Laboratory form will only be filled out for an item(s) by the officer or detective who is following through with and completing the entire investigation. Otherwise, officers should *not* complete a Laboratory form for an item(s) they are booking into Property/Evidence.
- D. **Receipts:** Refer to 83.2.1(F) *Property and/or Evidence Transfers*.
- E. **Written Reports of Results:** King County, Washington, State, and Federal laboratories provide written reports regarding the exams/tests conducted and the results. If evidence is transferred to other laboratories or outside agencies for exams/tests, the Police Department employee requiring the analysis shall ensure the laboratory or outside agency agrees in writing to provide a written report of the exam/test(s) results.

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